

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1264

TITLE: MANAGEMENT ANALYST I

GRADE: S-20

DEFINITION:

Under direct supervision, either performs *professional level management work for one or more narrow functions*, such as gathering and organizing budget data, monitoring contracts, and researching information on marketing and performance management; AND/OR provides professional level *assistance* in one or more *broad functions* such as budgeting and financial management, contract administration and management, marketing, and fund raising; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Management Analyst I positions are distinguished from Management Analyst II positions in that Management Analyst I positions perform the full range of professional level management work for one or more narrow functions and/or assists at the professional level in one or more broad functions, whereas Management Analyst II positions perform, not just assist in, a full range of professional level management duties for one or more broad functions.

ILLUSTRATIVE DUTIES:

Contributes to the agency's budget, accounting, and financial activities by preparing and analyzing budget reports and studies, overseeing quality control for budget documents, and preparing month-end reports;

Provides professional level fiscal and budgetary support in tracking grant program revenue and expenditures, preparing financial management grant reports, and calculating expense projections;

Assists with coordination of personnel functions including recruitment efforts, benefit administration, and employee relations issues;

Administers contractual matters for vendors and service providers;

Administers and monitors grants for [narrow] programs;

Receives and reviews requests from programs/agencies for contractual services;

Researches the availability of contracts that can meet the needs of the end user;

Monitors simple contracts for performance and compliance and makes recommendations;

Coordinates procurement and capital projects and develops specialized reports reconciling procurements and expenditures;

Coordinates the planning, design, development, acquisition, management, maintenance, and renovation of facilities;

Manages the operation of permit application unit;

Provides agency managers with guidance on personnel policies and procedures;

Conducts agency training for new employees;

Manages employment process, including writing job announcements and interview questions, and scheduling interviews;

Serves as third party mutual observer in grievance disputes;

Assists in investigation of disciplinary and grievance actions and makes recommendations based on findings;

Writes memoranda related to conduct, discipline, and grievances;
Liaison with DHR, assists in mediation and investigation of disciplinary and grievance actions;
Oversees processing of employee evaluations;
Develops and updates detailed position descriptions for department positions;
Provides analytical support to managers to document performance and attendance problems;
Supervises and monitors activities of administrative support staff engaged in HR activities;
Assists in writing material to be released in the media and/or County documents to publicize County programs;
Participates in research to determine the prospective customers of various County programs and to select the most effective communications vehicles to reach the target populations or organizations;
Maintains database and records of contacts and donors;
Assists with fund raising activities including the preparing and analyzing of reports on funds, donors and resources;
Tracks fund raising activities and provides reports as needed;
May supervise paraprofessional staff.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Basic knowledge of the mission, goals and objectives of the organizational unit, program or activities to which incumbent is assigned;
Knowledge of the principles, practices, and techniques relating to the functional area of business operation (e.g. personnel, budgeting and financial management, contract administration and management);
Ability to identify possible solutions for solving business problems;
Ability to communicate effectively orally and in writing;
Ability to use word processing, spreadsheet, and presentation software to prepare documents and to store, manipulate, analyze and present information;
Ability to train, lead, and/or supervise paraprofessional staff.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:
Graduation from an accredited four-year college or university with a bachelor's degree in a field related to the assigned functional area such as human resources, budgeting and financial management, contract administration and business management.

CERTIFICATES AND LICENSES REQUIRED:

None.

NECESSARY SPECIAL REQUIREMENTS:

Positions in this class may be subject to criminal history records checks and/or credit checks as a condition of initial or continued employment.

REVISED: July 8, 2005
REVISED: December 22, 1992